

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-217 Issue Date: 12-15-14 Closing Date: 12-30-14

Technology Specialist
Yakama Business Training and Technology Center (YBTTC)
Department of Finance
Hourly Wage: \$16.05/Regular/Full-Time
Location: Wapato, WA

Responsible for maintaining all technology hardware and software at the Yakama Business Training and Technology Center(s) Program (YBTTC). This will include updating the small business website links to new online information resources. Will be responsible to train program staff and participants.

Knowledge, Skills and Abilities:

- Knowledge of PC computer hardware, networking systems, and troubleshooting.
- Knowledge of Microsoft Office suite of software programs.
- Knowledge in web browsers and using the internet.
- Knowledge of developing and hosting website.
- Ability to train staff and participants in the use of technology.
- Ability to understand tribal government policies and procedures.

General Recruiting Indicators:

- Bachelors of Arts or Science degree in computers, technology or networking systems or related field, **OR** four years of progressively responsible technology work and experience and educational background demonstrating the ability to perform program responsibilities.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.